



Ensure the most current form is submitted. Refer to EMACS Forms/Procedures website.

# LEAVE CASH-OUT REQUEST - HOLIDAY

## Self-Governed Safety

Must print in Black or Blue ink ONLY

<b>Employee ID</b>	<b>Rcd No.</b>	<b>Last Name, First Name</b>	<b>Union Code</b>
<b>Pay Group</b>	<b>Department</b>		<b>Requested Pay Period</b>
			<b>Requested Pay Date</b>

A leave Cash-Out Pre-Designation Agreement **must** be on file designating Holiday hours to be cashed out.

<b>Current Leave Balances</b>	Holiday
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**Option 1 - Without Penalty**  
(must be in whole hour increments)

	<b>Holiday</b>
<b>Actual Hours</b> To Cash Out	

**Option 2 - With Penalty**  
(penalty hours coded with earn codes AHL)

	<b>Holiday</b>
<b>Requested Hours</b> To Cash Out	
<b>Penalty Hours</b> (less 10%)	
<b>Actual Hours</b> To Cash Out	

### PAYMENT OPTIONS

Distribute the hours listed in the "Actual Hours to Cash Out" section above in the following manner:

<b># of Actual Hours</b>	<b>Hours to 457(b) Deferred Compensation Plan</b> - The value of these hours will be added to your 457(b) Deferred Compensation Plan. A completed <b>Salary Savings 457(b) Deferred Compensation Participation Plan Agreement</b> must be attached to this Request. Both forms must be signed and dated in the month prior to the desired pay date and be sent directly to EBSD-HR. Please note that deferring hours into your 457(b) Plan may qualify as Earnable Compensation and may result in an increased deduction to your normal bi-weekly pension deduction. This may result in a lower than average Net Pay Distribution.
<b># of Actual Hours</b>	<b>Hours to Cash Out</b> - The value of these hours will be added to your next on-cycle gross pay. Requests for cash-outs must be received in Central Payroll by the Master Calendar Processing Deadline prior to desired pay date

<b>Employee Signature</b>	<b>Telephone</b>	<b>Date</b>
<b>Appointing Authority or Designee Signature (Print &amp; Sign)</b>		<b>Date</b>
<b>Payroll Specialist Name (Print &amp; Sign)</b>	<b>Telephone</b>	<b>Mail Code</b>
		<b>Date</b>

### Office Use Only

PP Begin Date	PP End Date	AHL	CHE	CHN	Verified By/Date	Keyed By/Date	Reviewed By/Date
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*DISTRIBUTION: 457(b) - EBSD-HR (0440)  
Cash Payment - Central Payroll (0032)*